Form I-9 in General

- Only the form with Rev. 08/07/09, expiring 08/31/2012 should be used.

Section 1

- This **MUST** be completed by the EMPLOYEE on or before his/her first day of work
  - NOTE: The employee has three (3) business days to bring in his/her List A or B/C documents.
- All information must be completed
  - Exceptions – Maiden Name and Social Security #
- If the employee has checked that he/she is either a “lawful permanent resident” or an “alien authorized to work,” you must verify that his/her Alien # (and expiration date if applicable) is provided here before completing Section 2.
- The employee must sign in the narrow area below the line, just above the “Preparer and/or Translator Certification” section, NOT in the larger box with the bold-face type.
- **YOU** are responsible for ensuring this section is completed correctly by the employee. If not properly completed, have EMPLOYEE correct or begin new form. **You are not allowed to make any corrections.**

Section 2

- This **MUST** be done within three (3) business days of the Employee’s first day of work
  - This means the Employee needs to provide the documents within the same 3 days
  - 3 days does not include the first day of work
    - The third day for an employee hired Monday would be Thursday
- Use care when listing the documents accepted
  - Remember: NO EXPIRED DOCUMENTS ALLOWED
- List A OR List B & List C must be fully completed.
  - **The order of information on the lines is fully explained in the List A area and extends all the way across the form.**
- If the employee is a non-U.S. citizen, all SIX lines in List A must be completed, UNLESS:
  - The employee presents a Permanent Resident Card (Form I-551, which is different than an I-551 stamp) OR
  - The employee presents an Employment Authorization Card containing his/her photograph (Form I-766)
    - In only these two instances may the bottom two lines be left blank
Section 2 Continued

- Certification: The date provided in this area must be the first date on which the employee first provided wage-earning work for UWM.
  - If this date does not match HRS, you must note on Form I-9 as to the reason why the dates do not match (e.g., Contract begin date was MM/DD/YYYY; For payroll purposes first day of work is MM/DD/YYYY, etc.)
    - C-Basis/Contract Employees: In general, first day of work in HRS is listed as the first date of the semester, not the first day of classes.
- The physical street address of your building should be the address; NO PO BOX!

Section 3

- This section should only be completed in the following circumstances:
  - The employee has changed his/her name;
  - The employee has been rehired after an actual break of service but within three (3) years of the date the form was initially completed; OR
  - The employee’s employment eligibility has expired (a U.S. Citizen’s employment eligibility NEVER expires)
- This section can only be completed on the most recent form provided by DHS. If Section 3 has already been completed on the initial form and the form is still valid, you must:
  - Print copy of most recent, non-expired form from HR I-9 Toolkit;
  - Enter the Employee’s name in Section 1;
  - Then complete Section 3 as appropriate.
  - If you are rehiring a U.S. Citizen, you CANNOT re-check his/her documents from List A/B/C, even if they are now expired.
- You may choose to complete an entire new Form I-9, but you are not required to do so.
- If the form on which initial employment was verified has expired, you must complete a new Form I-9. The 3yr/1yr retention period still applies.
  - Please note this is new information!

If you have any questions regarding the completion of Form I-9, please contact Jason Kuiper in Human resources at x3094 or kuiperj@uwm.edu.